



GOVERNOR'S COUNCIL FOR WORKFORCE  
AND ECONOMIC DEVELOPMENT  
EDUCATION. ECONOMIC DEVELOPMENT. EMPLOYMENT.

**Governor's Council for Workforce and Economic Development  
OKLAHOMA WORKFORCE YOUTH COUNCIL**

**Meeting Minutes**

**Date:** March 13, 2014

**Time:** 12:00 p.m.

**Place:** Oklahoma State University-Oklahoma City, 900 N. Portland Ave., Oklahoma City, OK

**Call to Order/Welcome and Introductions**

Co-chairs Chuck Mills and Jeff Pritchard welcomed the group and thanked everyone for attending. Chuck stated that Joyce Jones from Kiamichi Tech District in Tahlequah was a new board member in attendance today.

**Minutes**

Greg Hall made a motion to approve the minutes of the January 24, 2014 meeting. Gilbert Hall seconded the motion and the motion carried unanimously.

**Video**

Chuck Mills showed a video on YouTube that was produced by OK Horizons. The video interviewed Chuck and highlighted his company, Mills Machine, a small manufacturing business. This can be used as a Career Pathways piece. Chuck would like to see the video project continue focusing on the ecosystems. This was initially a project of the Communications Committee. Rob McClendon, OK Horizons, said that he would talk to Dr. Sommers to see if they can go forward on the project.

**Strategic Plan – Action Items**

Jeff Downs, State Dept. of Education, proposed a project that he felt would be in line with the Strategic Plan of the Youth Council. The project is for professional development to occur on all sides of the spectrum, bringing individual partners to the table.

The project is to facilitate and oversee the creation and implementation of an industry relevant K-12 education career pathway awareness campaign and professional development program that is comprehensive, but yet developmentally age and grade level appropriate.

The overarching goal of the project is to create Oklahoma career awareness and industry relevancy with Oklahoma educators. The main objective of the project will be to forge strong public/private partnership opportunities for school districts and their local wealth generating industries to engage in. As a collaborative partnership, teams will be formed to create a comprehensive professional development program that will embed relevant career pathway awareness and guidance into new emerging instructional practices that will be used in Oklahoma classrooms. The project will include a timeline detailing the project from drawing board to full implementation, complete list of human and capital resources as well as any and all fiscal impacts to consider. Jeff reiterated that the curriculum will be embedded into classes, not just an “add-on” or Career Day, but students will build on relevant experiences. The five ecosystems will be targeted.

The Youth Council can help with laying the foundation of the project; draft up an MOU with partners and be clear what we expect from the partners and everyone will be on the same page. Jeff is asking for partnerships with industry, education, superintendents, representatives of college education, etc. He believes that the Youth Council can be instrumental in forging the partnerships. Below is an outline of Jeff's proposal.

### **Mission Critical Requirements**

1. Partnerships need to be formed and formally established
  - a. Partnership memo of understanding drafted and completed by both educational and industry entities
    - i. MOU will address key points and state specific partner responsibilities/commitments
2. Stakeholders are to be assembled
  - a. Respected K-12, Career Tech educators, instructional leaders, professors of Higher Ed and colleges of education
  - b. Industry leaders of all five (5) Oklahoma wealth generating ecosystems
  - c. Representation from OSDE, ODCTE, and Higher Education Regents (OSRHE)
  - d. State government and policymakers
3. Data Gathering Initiative
  - a. Create a non-intimidating survey that focuses on overall career pathway awareness
  - b. Send survey out to all proposed stakeholder groups
  - c. Collect and analyze the data to determine a starting point for project
  - d. Base Professional Development (PD) activities around data findings
4. Focus groups and responsibilities assigned from stakeholders
  - a. *Executive Team* – designs the overall comprehensive plan that includes the following components:
    - i. Overall goals and benchmarked objectives of the project
    - ii. Approved and adopted timeline for creation of program and critical implementation timelines
    - iii. Identification of types of collaborative systems that will be the manner in which the project duties are to be carried out
    - iv. Identification of beta testing group for program
    - v. Securement of funding sources for the creation and implementation program
    - vi. Identification and emphasis on sustainment plan
  - b. *Implementation and Program Writing Team* – responsible for the following areas:
    - Writing the program linking instructional standards to relevant career pathway relation
    - Recruiting of trainers (educator and industry)
    - Create the operating infrastructure for program personnel
    - Scheduling the PD sessions in the beta test district
    - Overseeing all aspects of the program including all communications and follow-up sessions
  - i. Creation of Crosswalk of Standards to Career Pathway Relevancy
    1. Side by side charts that show educational standards matched to real world industry specific scenarios
    2. Training session design with best instructional practices that embeds career pathway relevancy into current teaching lessons at all levels
  - ii. Recruitment of training teams to facilitate PD sessions
    1. Teams will consist of an educator/industry professionals
    2. K-12 teachers, CT teachers, Higher Ed professors
      - a. Example: Bioscience team – 1 Elementary, 1 Middle, 1 HS, 1 CT, 1 Higher Ed professor, 1-3 Bioscience industry experts

3. Representatives from the five (5) Oklahoma wealth generating economic driving systems
  - a. Aerospace Defense
  - b. Energy
  - c. Agriculture and Bioscience
  - d. Information and Financial Services
  - e. Transportation and Distribution
- iii. Creation of a master calendar schedule for four (4) annual training sessions
  1. Schedule reflects district-wide PD schedule
  2. Four (4) on-site trainings
    - a. 1/2 day sessions
    - b. Two (2) trainings – Fall Semester
    - c. Two (2) trainings – Spring Semester

Jeff Downs said that the Youth Council along with the Career Pathways Committee could be the Executive Team who would design the comprehensive plan, goals and objectives of the project, etc. He added that SDE is going to be behind this 100%.

The data gathering initiative has to go first and he thinks the Youth Council can have a hand in it. We need to get a non-intimidating survey together for all of the entities and send it out, get it back and start sorting through the data. That will tell us where to start and how to build this program. Jeff says that once we get this data back, there are several things that need to happen at the same time. We need to have an elementary focus, an intermediate, and a secondary focus. All of those elements will have higher education and industry infused into them. Our educators are going to be at the table when they are designing this program so they will be part of the process, not just delivered a process.

Jeff D. asked the Youth Council what they thought of the proposal and whether or not they were interested in supporting it. This goes right along with some of the work the Career Pathways Committee is working on and he was going to share the proposal with Gordon Andersen to see if they would be willing to work with the Youth Council on the project.

Everyone was in agreement that this sounded like a good project for the Youth Council and it fits with the objectives of their strategic plan.

Co-chair Chuck Mills asked if the Youth Council was willing to adopt the basic concept. If so, then they could divide into committees to work on it and include the Career Pathways Committee. Collaboration and communication is the key to success.

Jeff Downs recommended that a deadline be set for this all to happen. He suggested that in order to give us enough time, it probably should be ready to go by the Fall 2015-16 semester. Also, the new school standards will be in place by then. Jeff added that there are two new groups that were formed, the OKSCI and OK Math Leadership, that have a keystone project each year and he thinks they would be happy to help work on this project also.

### **Motion**

Co-chair Chuck Mills asked if there was a motion to adopt the project. Gilbert Hall made a motion to adopt the proposed project and Terry Watson seconded the motion. The motion carried unanimously.

Chuck suggested that the Youth Council set up the committees then let the Career Pathways Committee come in and see where they can fit in. We need to invite the Career Pathways Committee to the next Youth Council meeting on April 4<sup>th</sup>.

Jeff Downs said that he would try to have a meeting with Gordon Andersen next week to go over the proposal with him and to invite the CP Committee to the next meeting. He asked if the Council wanted to come up with a rough outline for an MOU, maybe list 5-6 things for everyone to put down and bring to the table to discuss. Also possibly come to the next meeting with 5-6 questions you would want to see on the survey, then breakup into focus groups, look at the questions and then come together with the consensus of the group. One survey will be sent to all stakeholders-industry, education, etc.

Chuck said that from an industry standpoint, he would like to engage the State Chamber on this. He will share the information with them at the next meeting that is coming up. He reiterated that this proposal fits right into the strategic plan and priorities of the Youth Council. The two priorities that were determined from the strategic planning sessions were:

- Create Career Pathways and exploration opportunities for youth (14-24 years old) using business partners and parents
- Support a statewide STEM system hub (could be combined into one priority)

The project may seem too big to handle to some but if we break it down to manageable pieces, it can be done and we have an opportunity to move Oklahoma forward.

Because it is sometimes hard for people to get together to meet, Jeff suggested using a collaborative working space such as Google Docs as the framework is developed. He also said that SDE has eleven (11) sites around the state set-up for video conferencing or Web-X and he can facilitate that if needed.

Jeff also mentioned that every year SDE has the Vision 2020 Conference and this year it is July 15-17. It would be good if we could present this at a breakout session as an idea that we are working on. The conference is now taking spots for the breakouts and he can reserve a session for us to present Career Pathways Professional Development. Jeff Pritchard said to book a spot.

Chuck said that we need some data geek-type people to help with the research. Susannah Gravley was mentioned since she was a Youth Council member and used to work in the Research Department at Commerce before moving to the Workforce Division. Chuck would also like to get Deidre involved if at all possible.

Jeff Downs suggested that after this is presented at the Vision 2020 Conference, sometime in August or September, bring in all of the focus groups to do a partner meeting. This would be an informational meeting to show them what we envision and the unveiling of the MOU.

Chuck asked everyone to sign-up to be on a committee. There are four (4) groups:

- MOU
- Survey
- Inventory / Data Gathering
- Questionnaire

Jeff Downs asked if everyone in the room would do two things by the next meeting on April 4. Come up with five (5) questions for the survey and five (5) ideas for the MOU. When we come back together, we can get those two pieces done. Then the focus groups or Executive Team can begin working on it.

The MOU should include what a partnership means, components, ideas, and responsibility of parties involved. It should include what can be committed for resources, training, implementation, etc. Funding will need to be addressed because it will take some money, but other resources will be needed too such as labor, etc. Perhaps there is a 501(c)3 in the area that can help with funding. We can recruit the talent that we have in the state and use them for training. If it is done by Oklahomans, it is going to have a lot more traction than with someone who is brought in from another state.

The survey should be non-intimidating and ask questions such as what does a career pathway mean to you? Or where do you see the value of a career pathways professional development program? Where do you see it fitting your industry to benefit – what are those benefits? The survey should be 5-10 questions at the most and taking no more than 10-15 minutes to complete. When we come back for the next meeting, we can take the best 10 questions that were submitted and start from there.

**Old Business**

None.

**New Business**

None.

**Next Meeting Date/Location**

Next meeting will be on April 4, 2014 at Oklahoma State University-Oklahoma City.

**Adjournment**

The meeting adjourned at approximately 2:12 p.m.

*Respectfully submitted,  
Linda Emrich*